

POLICE

Naples City

1420 East 2850 South

Naples, UT 84078

435-789-9449 Fax 435-781-2209

Application for Employment

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, martial status, veteran status, disability or any other legally protected status

1. Personal Information

Name _____ Telephone _____

Address _____

City, State, Zip _____

Social Security Number _____ Date of Birth _____

Current Driver License Number _____ State _____

Are you related to anyone in our employ? Yes No

If yes, Who and How? _____

Have you been convicted of any criminal offenses other than minor traffic violations?

Yes No

If Yes, explain _____

Do you have any criminal charges pending?

Yes No

If yes, explain _____

Are you currently employed? Yes No

May we contact your present employer for a reference? Yes No

2. Work Information

Position Applying For _____

Date available for work _____

Willing to work: Full time Part Time On-Call Shift

Can you travel if a job requires it? Yes No

Have you ever been asked to resign, resigned in lieu of termination or been dismissed by an employer?

Yes No

If Yes, please provide employer name, date and details _____

3. Education

High School _____ Years Attended _____

City, State, Zip _____

Graduation Date _____ (mm/yyyy)

College/Technical School _____ Years Attended _____

Address _____

City, State, Zip _____ Telephone _____

Graduation Date _____ (mm/yyyy)

Degree Received _____ Major/Minor _____

P.O.S.T. _____ Date Attended _____

Address _____

City, State, Zip _____ Telephone _____

Graduation Date _____ Certification Received _____
(mm/yyyy)

Attach copy of certification from P.O.S.T.

Indicate any foreign languages you can speak, read, and/or write: _____

Indicate level of fluency 1 2 3 4 5 (Please circle. 5 being very fluent)

Describe specialized training, skills, and other activities: _____

Describe computer skills and indicate if you have ever used Spillman _____

4. Employment Experience

Begin with your present or last job. If additional space is needed, please use a separate sheet of paper

Employer _____ Telephone _____

Address _____

City, State, Zip _____

Position Held _____ Supervisor _____

Employment dates _____ to _____ Ending Salary _____
(mm/yyyy) (mm/yyyy)

Describe the work performed and your main duties _____

Reason for leaving _____

Employer _____ Telephone _____

Address _____

City, State, Zip _____

Position Held _____ Supervisor _____

Employment dates _____ to _____ Ending Salary _____
(mm/yyyy) (mm/yyyy)

Describe the work performed and your main duties _____

Reason for leaving _____

Employer _____ Telephone _____

Address _____

City, State, Zip _____

Position Held _____ Supervisor _____

Employment dates _____ to _____ Ending Salary _____
(mm/yyyy) (mm/yyyy)

Describe the work performed and your main duties _____

Reason for leaving _____

5. Personal and Professional References

Please give the following information for three personal or professional references who are not related to you.

Name _____ Relationship _____
Home Phone _____ Work Phone _____
Address _____
City, State, Zip _____

Name _____ Relationship _____
Home Phone _____ Work Phone _____
Address _____
City, State, Zip _____

Name _____ Relationship _____
Home Phone _____ Work Phone _____
Address _____
City, State, Zip _____

6. Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience and attach any related certificates _____

State any additional information you feel may be helpful to us in considering your application

Please list the last 10 years of residential history (include physical address and names and phone numbers for all landlords)

7. Applicant's Statement and Authorization to Release Information

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this is not and is not intended to be a contract of employment.

By applying for employment to Naples Police Department, I hereby authorize Naples Police Department and it's representatives to consult with former employers, schools, or other agencies with which I have been employed or associated who may have information bearing on my professional competence, character, and ethical qualifications. I hereby release from liability all representatives of Naples Police Department for their acts performed in good faith and without malice in connection with evaluating my application and my credentials. I further release all individuals, present and former employers, and organizations who provide information to Naples Police Department, in good faith and without malice, concerning my professional competence, ethics, character, and other qualifications for employment, and I hereby consent to the release of such information.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that all hiring is conditional subject to a medical and physical evaluation and drug testing. I understand also, that I am required to abide by all Naples City Corporation and Naples Police Department policies, procedures, and The General Directives.

I understand that the Naples Police Department has adopted a Drug Free and Tobacco Free Workplace applicable to all of its applicants and employees.

I further understand and agree that if I am offered employment at Naples Police Department, my employment will be for no definite term and that either I, or Naples Police Department will have the right to terminate the employment relationship at any time, with or without cause, and with or without notification. I also understand that this status can only be altered by a written contract of employment which is specific as to all material terms and is signed by me and the Chief of Police of Naples Police Department

Signature

Type Name

Date

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Voluntary Self Identification Form

This form is to be completed and delivered with the Application of Employment. The information on this survey will NOT be considered while recruiting, screening, or selection of candidates. The information on this form is for statistical data collection only. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

I wish to complete this survey

Yes

No

Position(s) applied for

Gender

Male

Female

Prefer to Not Say

Race/Ethnic Background

Asian/Pacific Islander

American Indian/Native American/Alaskan

Black (Not of Hispanic Origin)

White (Not of Hispanic Origin)

Hispanic

Unknown

Prefer to Not Answer

Disabled

Yes

No

Veteran

Yes

No

How did you hear about this position?

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Police Officer Application Information

Applicants will be required to provide the following documents (as applicable) when requested. Failure to provide all required documentation may result in your application being eliminated from the process

Birth Certificate

If Naturalized, Naturalization Certificate with photo

High School Diploma or GED Certificate

All Post-Secondary Degrees and Vocational Training Certificates

Currently certified SFO, BCO or LEO must provide POST Certificates

Former military members must provide discharge or separation papers (i.e. DD-214)

To receive appointment as a law enforcement officer to this agency, you must meet the following:

You must be at least 21 years of age.

You must be a United States Citizen

You must have no felony conviction(s), including any felony conviction(s) that may have been expunged

You must have no felony behavior involving use, production, transportation or sale of illegal drugs or narcotics

You must have a high school diploma or equivalent

You must currently have, or be able to obtain, a Utah Driver License

You must be able to qualify for vehicle insurance in the use of a motor vehicle